

**PROCEDURES FOR PROCESSING ORP ELIGIBLE EMPLOYEES:
(Effective July 1, 2009)**

- I. Upon employment in an ORP eligible position an employee should be provided with the following:
 - A. Choosing between PERS and ORP Information
 - B. ORP Form 4E-ORP Election/Vendor Selection
 - C. ORP Form 4S-Vendor Selection Change

- II. Vendors should be notified of a new hire or an employee position change
 - A. Agency contacts vendor
 - B. Agency hands out vendor packets

- III. During the 30-day waiting period from date of employment:
 - A. Pending an election:
 1. Hold contributions in suspense until an election is made.
 2. Wages should not be reported until an election is made. During this time no interest will accrue on contributions held in suspense, nor will interest be credited to a member's account on contributions held in suspense
 3. If an employee dies prior to either enrolling in PERS or making an election for ORP, notify PERS, and forward contributions. PERS will distribute contributions from the employee's account in accordance with the applicable statutes.

 - B. If the employee elects ORP:
 1. Complete the ORP Election/Vendor Selection Form 4E
 2. Send a copy of Form 4E to PERS and retain original in the employee's personnel file.
 3. Complete the appropriate vendor forms and mail to vendor.
 4. Update ORP database.
 5. Place employee on appropriate vendor monthly wage and contribution report. Prior month's wage and contribution amounts should be included on the current month's report.
 6. Complete and submit the ORP Summary of Wages & Contributions Paid Form 8, and remit the employer contribution allocation (2.595%) to PERS by the 5th working day of the month for the preceding month.

 - C. If the member enrolls in PERS (including those automatically in PERS after 30 days):
 1. Complete PERS Enrollment Form 1 and Beneficiary Form 1B
 2. Submit the PERS Enrollment Form 1 and Beneficiary Form 1B to PERS.
 3. Place the employee's current and prior month's wages on the current monthly wage and contribution report and submit contributions and report by the 5th working day of the month for the preceding month.